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S E C R E T

TRAINING REPORT

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NAME OF TRAINEE: [REDACTED]

COURSE: CS RECORDS II
(Biographic Research)

DOB: 1934 SD: D

DATE: 29 Jan. - 2 Feb. 1968

OFFICE: CA GS: 07

HOURS: 30 - part time

OBJECTIVES

1. To provide briefing in the CS requirement for biographic research, the importance of this research in the investigative process, and in the importance of the role of the biographic researcher.
2. To provide instruction in the nature, content and means of access to repositories of biographic information in the CS and other elements of the Agency and the community.
3. To introduce the concept of research and investigation and the processes involved therein, and to provide practical work in research as done at headquarters.
4. To alert the students to the nature of analysis in producing finished reports of biographic research.
5. To provide practice in writing the report of biographic research.

METHOD OF INSTRUCTION

The course is presented by means of lecture, discussion and demonstration and more than fifty percent of the class time is devoted to an exercise in biographic research, an exercise in analysis of the materials recovered, and preparation of a report of the research.

ADJECTIVAL RATINGS USED IN THE TRAINING REPORT

EXCELLENT	Student demonstrated unusual competence in achieving the course objectives. His understanding of the course content was unusually thorough and perceptive. Where skills were taught, he demonstrated particular facility in their use.
SATISFACTORY	Student's achievement of the course objectives was competent. He demonstrated good understanding of the course content. Where skills were taught, he demonstrated basic facility in their use.
UNSATISFACTORY	Student did not demonstrate adequate competence. Although he may have made some progress, he fell short of the minimum standards for achievement of the course objectives.

GROUP I
Excluded from automatic
downgrading and
declassification

S E C R E T

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ADJECTIVAL RATINGS OF ACHIEVEMENT

Adjectival Rating

1. Participation in class discussions.
2. Understanding concepts and practical application of operational principles to exercises.
3. Industriousness.

See Below

NARRATIVE RATING OF ACHIEVEMENT

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Miss [REDACTED] demonstrated her ability and experience in the way in which she handled her practical exercise. She should have no difficulty in handling work of this kind with a minimum of supervision.

OVERALL adjectival rating of achievement:

Satisfactory

OVERALL adjectival ratings of achievement of all employees in the course:

EXCELLENT: 3 SATISFACTORY: 16 UNSATISFACTORY: 1

Attendance at this course does not provide the student with operational knowledge and background sufficient to qualify him as an independent researcher capable of making operational judgements.

NOTE: CS RECORDS I (Introduction) is a prerequisite for this course.

FOR THE DIRECTOR OF TRAINING:

14 FEB 1968

Date

Chief Instructor

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